

# **GUIDELINES FOR FAX FILINGS**

## **FAX REQUEST TO**

### **(860) 509-6069**

#### **1. Filing Requirements:**

- Filer may use a prepaid account, which is in good standing, with the office. If you do not have an account with our office, check with our Financial Unit at (860) 509-6154.
- All filings must be received with a cover sheet as its first page which indicates:
  - Customer ID or Credit Card Number and Expiration Date (Visa or MasterCard only)
  - Account debit authorization
  - Name, address and phone number of the requesting party
  - Zip code of cardholder
  - Name of contact person
  - Return fax number
  - Number of pages
  - Business names and type of service requested
- Each filing must have its own separate cover sheet.
- Each filing will be considered received in its entirety. No “additional” or “correction” pages will be accepted after submission.
- Filings that are not legible will be rejected.
- Official filing hours will be Monday through Friday, 8:30 a.m. to 4:00 p.m., except state holidays. Any filing received on a holiday, weekend or after the close of the filing day will be considered received as of the start of the next business day.
- There will be no additional costs for fax filing requests.
- If EXPEDITED SERVICE is requested, an additional \$25.00 per transaction is required. Please note: EXPEDITED SERVICE is not available for Uniform Commercial Code (U.C.C) filings.

#### **2. Acceptable Faxed Filings for Document Review:**

Title 33 and Chapter 613 of Title 34 of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filings. All filings related to the following will be accepted:

- Domestic Stock Corporations
- Domestic Nonstock Corporations
- Foreign Stock Corporations
- Foreign Nonstock Corporations
- Domestic Limited Liability Companies
- Foreign Limited Liability Companies

### **3. Acceptable Faxed Filings for Uniform Commercial Code (U.C.C.)**

Title 42a of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filing. All filings related to the following will be accepted:

- Initial Financing Statement
- Amendment
- Correction Statement
- Search Requests

### **4. Certification Unit Request:**

These filings are available for all entities:

- Certified copies
- Plain copies
- Certificates of legal existence

### **5. Document Review Unit and Certification Unit Confirmation Procedure:**

All confirmation letters, whether acceptance or rejection of a Business or UCC filing, will be mailed to the filer. Certified copies and legal existences will also be mailed or placed in the filer's pick up box.